

LABOR RELATIONS MANAGER

Class Definition

Under general direction, plans, organizes, and directs the activities of the Labor Relations Division of the Department of Administrative Services.

Distinguishing Characteristics

Labor Relations Manager is a division head responsible for directing the activities of the Labor Relations Division in the Department of Administrative Services. The Labor Relations Division has as its primary responsibility the negotiation of memoranda of understanding with employee organizations, as well as providing the framework for employer/employee relations. The Labor Relations Manager acts as the chief spokesperson for the City in labor negotiations and advises City management in the disposition of employer/employee problems. This class differs from Human Resources Manager in that incumbents of the latter direct either the City's recruitment, testing, classification, salary administration, records, affirmative action, and equal employment opportunity programs or Workers' Compensation, safety, employee medical, and unemployment insurance programs. This is an unclassified position in which the incumbent serves at the will of the Chief Deputy City Manager/Director of Administrative Services.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Acts as chief spokesperson for, or directs the activities of those representing the City in, negotiations with employee organizations.

Coordinates labor relations issues with department heads, legal counsel, the City Manager, and the City Council as appropriate.

Assures coordination with human resources programs, including retirement and employee benefits, and compliance with the City Charter, Municipal Code, Civil Service Rules, affirmative action objectives, and federal, state and local regulations on labor relations matters.

Plans, supervises, and evaluates the work of subordinate employees; trains employees in the principles of labor relations and contract negotiation; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Administers the negotiated memoranda of understanding and handles employee grievances.

Directs the preparation and analysis of reports and studies relating to labor relations issues and

recommends/implements policy or practice improvements; provides appropriate cost analyses of various labor and management proposals.

Implements requirements of the Employee Relations Resolution.

Reviews existing and proposed legislation for impact on the City and its labor relations program; consults with affected departments; makes recommendations as needed.

Advises City management in labor relations matters.

Analyzes data pertaining to compensation, fringe benefits and working conditions.

Directs the development and presentation of training sessions for supervisory personnel on terms and conditions contained in newly negotiated Memoranda of Understanding.

Facilitates union elections.

Negotiates, drafts and administers agreements with other public and private agencies.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of labor relations.

Knowledge of the general principles of public personnel administration.

Knowledge of the laws and regulations governing public employee relations in the state of California.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Ability to supervise and provide professional guidance for subordinate employees.

Ability to successfully negotiate memoranda of understanding and other agreements with employee organizations and public and private agencies.

Ability to interpret and apply provisions of contracts, ordinances, negotiated agreements and other regulations and policies relating to human resources activities.

Ability to research, compile, analyze and draw sound conclusions from statistical and other data.

Ability to exercise sound, independent judgment within general policy guidelines and operating parameters.

Ability to prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Political Science, or a closely related field; and four years of professional labor relations, human resources, or related experience which included, or is supplemented by, one year at the supervisory level. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____